

# Taxladies Accounting Service, LLC

1833 Auburn Way N, Auburn, WA 98002

253-288-8829 Phone 253-288-9829 Fax

[www.taxlady1040.com](http://www.taxlady1040.com)

## Bookkeeping Sign Up Contract

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address (if diff): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

### Ownership Information

Type of Entity: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Title: \_\_\_\_\_  
Person to Contact: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Email: \_\_\_\_\_

### Payroll Contract

ES Ref. # \_\_\_\_\_ UBI #: \_\_\_\_\_ EIN #: \_\_\_\_\_ L&I #: \_\_\_\_\_

#### Services to be Provided:

Posting Registers

Account Reconciliations (#of accounts) \_\_\_\_\_

Payroll Computation

Freq Wkly BiWkly BiMo MO

Quarterly & Annual Payroll Tax Reports

Monthly Financial Statements

Total Monthly or Quarterly Fee (Fees will be evaluated after 3 months) \_\_\_\_\_

#### Total Fees due at signing of agreement:

Installation & Setup Fee \_\_\_\_\_

Service Fee for Month of \_\_\_\_\_

Backwork Compilation Fee from \_\_\_\_\_ to \_\_\_\_\_

Other Fees (direct Deposit, etc. explain) \_\_\_\_\_

Quarterly Fee Due (Previous Column) \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

Amount Paid with Order: \_\_\_\_\_

**BALANCE DUE** \_\_\_\_\_

### Billing Method Preferred

Type:  Visa  M/C  Amex  Check Check # \_\_\_\_\_  
CC# or Rtn #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_  
Acct #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

Client Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### Additional Information Requested:

B&O Frequency MO QTRLY Annual

(Please provide WA State Sales Tax Form or previously filed form)

Start date: \_\_\_\_\_